

E-submission Process – Centre Guide 2020/21

This document is intended to provide comprehensive guidance to centres for the process of submitting work for moderation or assessment through e-submission.

It should be used alongside the appropriate '*E-submission Process - Subject Guide*' available from the e-submission webpages on [WJEC](#) or [Eduqas](#), where a short video showing an overview of the process can also be viewed.

Please ensure you read this guidance in FULL before attempting to submit work electronically. In addition, our e-submission team is on hand to provide help and guidance if you experience technical difficulties – contact details can be found within this document.

Contents

WHAT IS E-SUBMISSION?.....	2
SETTING UP A SURPASS ACCOUNT.....	3
PREPARING CANDIDATE WORK FOR UPLOADING.....	4
RETRIEVING CANDIDATE KEYCODES.....	4
LOGGING IN TO SURPASS.....	5
ACCESSING CANDIDATE KEYCODES.....	6
CANDIDATES WHO ARE ABSENT, WITHDRAWN OR ‘CARRYING FORWARD’.....	8
CREATING A PDF OF CANDIDATE KEYCODES.....	9
UPLOADING WORK TO SURPASS.....	10
UPLOADING INDIVIDUAL CANDIDATE WORK.....	10
UPLOADING GROUP OR PAIR WORK.....	14
FINISHING THE UPLOAD AND SUBMITTING WORK.....	17
CHECKING THE UPLOAD IS COMPLETE.....	19
APPENDIX 1: TIPS AND TRICKS FOR SMALLER FILES.....	20
SCANNING MATERIALS.....	20
IMAGES.....	20
COMPRESSING IMAGES IN WORD.....	21
VIDEO FILES – RESIZING AND COMPRESSING (ENCODING) IN PREPARATION FOR UPLOADING.....	23
CONTACTS.....	27

WHAT IS E-SUBMISSION?

E-submission is the process of electronically submitting candidates' work safely and securely to WJEC/WJEC Eduqas. Work is submitted for the purpose of assessment and/or moderation.

How do I submit the work electronically?

Work is submitted using an online portal called Surpass <https://wjec.surpass.com/Login>

In order to submit your candidates' work electronically (either a sample or full cohort), you will be allocated a 'keycode'. Without the keycode, you will not be able to submit your work electronically – guidance on keycodes is included in this guide.

What is the process of submitting work electronically?

This process is straightforward and intuitive. It involves 5 steps:

1. Setting up a Surpass account
2. Preparing candidates' work for uploading
3. Retrieving candidates' keycodes from Surpass
4. Uploading candidates' work
5. Submitting the work to WJEC / Eduqas

Please ensure you read this guidance in FULL before attempting to submit work electronically.

SETTING UP A SURPASS ACCOUNT

A Surpass account is allocated to the Exams Officer within your centre. To access Surpass, visit <https://wjec.Surpass.com/Login>.

If your Exams Officer had an account for 2018/19, the same Username and Password should be used. If these details have been forgotten, please select 'Can't access your account' on the Surpass homepage.

If your centre has a new Exams Officer, or you are entering an e-submission subject for the first time a new account will be created.

1. An email will be sent to the registered Exams Officer within the centre the term before the series of submission.
2. To ensure your centre receives this email, please add 'noreply@Surpass.com' to your contacts. In addition, please check your junk folder.
3. A username will already be allocated to the centre. A password and security question will need to be created.
4. To complete set up of the account follow the instructions in the email.
5. Once completed, these login details can be shared with other colleagues within the centre, at the account holder's discretion.

PREPARING CANDIDATE WORK FOR UPLOADING

To ensure you can successfully submit candidates' work electronically, it is important to ensure that these files are prepared in the correct manner BEFORE uploading.

Each subject has specific requirements. These include:

- file types accepted for each subject
- the number of files accepted
- the maximum upload sizes

Please use the *E-submission Process - Subject Guide 2020-2021* for information for specific subjects available from the e-submission webpages on [WJEC](#) or [Eduqas](#)

Where candidate work exceeds the maximum upload size please see [Appendix 1. Tips and tricks for smaller files](#)

Please note, do not use the following 'special characters' when saving work, as the work will then fail to upload: _ & # * \$ £ @ ' %

RETRIEVING CANDIDATE KEYCODES

LOGGING IN TO SURPASS

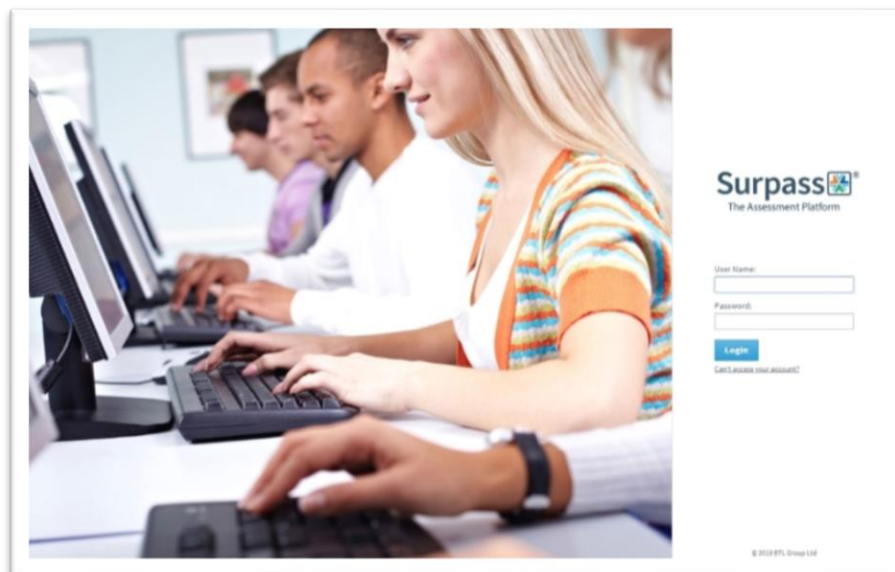
To retrieve your candidates' keycodes you MUST allow for 48 working hours between submitting marks on IAMIS and retrieving keycodes. Once this time has passed, follow these simple steps:

1. Open a web browser and login to Surpass (<https://wjec.surpass.com>) with your Surpass username and password.

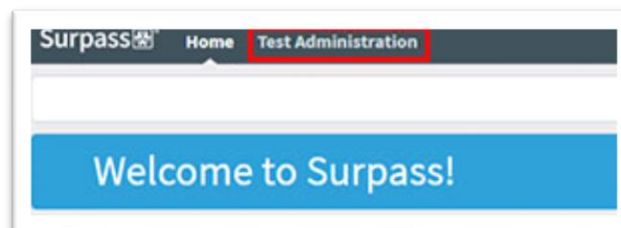
Please ensure your web browser e.g. Google Chrome has 'Flash' enabled.

For users using an Apple Mac, we recommend using the Google Chrome browser.

If you cannot remember your password, please use the 'Can't access your account' link, displayed below the login button.

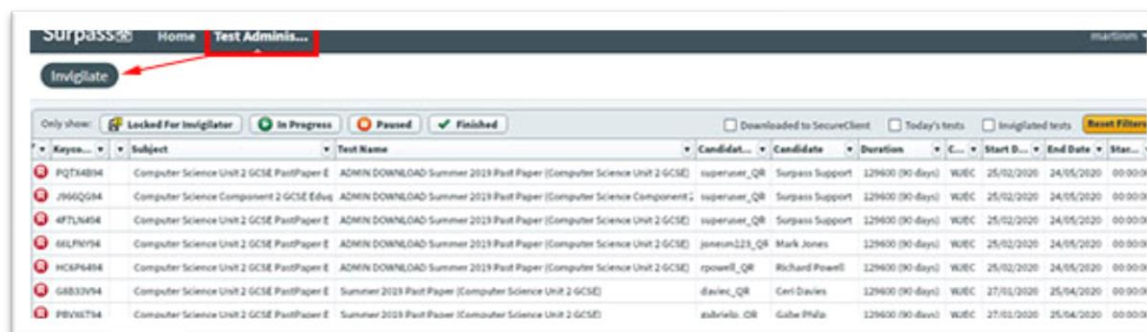


- Click on TEST ADMINISTRATION on the Surpass homepage.

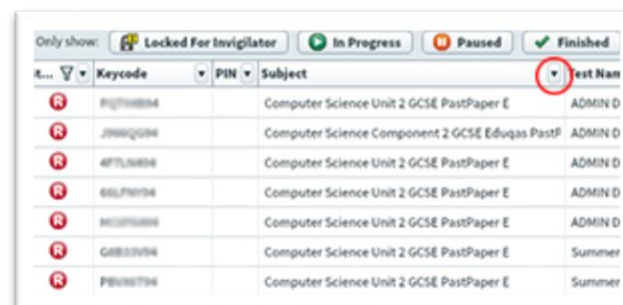


ACCESSING CANDIDATE KEYCODES

- Click on INVIGILATE.



- Use the small arrow at the top of the subject column to filter the subjects.



5. To select your subject

- i. Filter alphabetically
- ii. Select the relevant subject
- iii. Click **APPLY**

State ▼ | Keycode ▼ | PIN ▼ | Subject ▼

A-D | E-H | I-L | M-P | Q-T | U-Z | All

- ☐ Computer Science Unit 2 GCE AS LiveExam W
- ☐ Computer Science Unit 2 GCE AS PastPaper E
- ☐ Computer Science Unit 2 GCE AS PastPaper W
- ☒ Computer Science Unit 2 GCSE LiveExam E
- ☐ Computer Science Unit 2 GCSE LiveExam W
- ☐ Computer Science Unit 2 GCSE PastPaper E
- ☐ Computer Science Unit 2 GCSE PastPaper W
- ☐ Computer Science Unit 3 GCSE NEA E
- ☐ Computer Science Unit 3 GCSE NEA W
- ☐ Computer Science Unit 5 GCE A NEA E

☒ Select/Deselect All

Apply Clear

All keycodes for sampled candidates will now appear in the **KEYCODE** column.

Surpass Home Test Administration

Invigilate

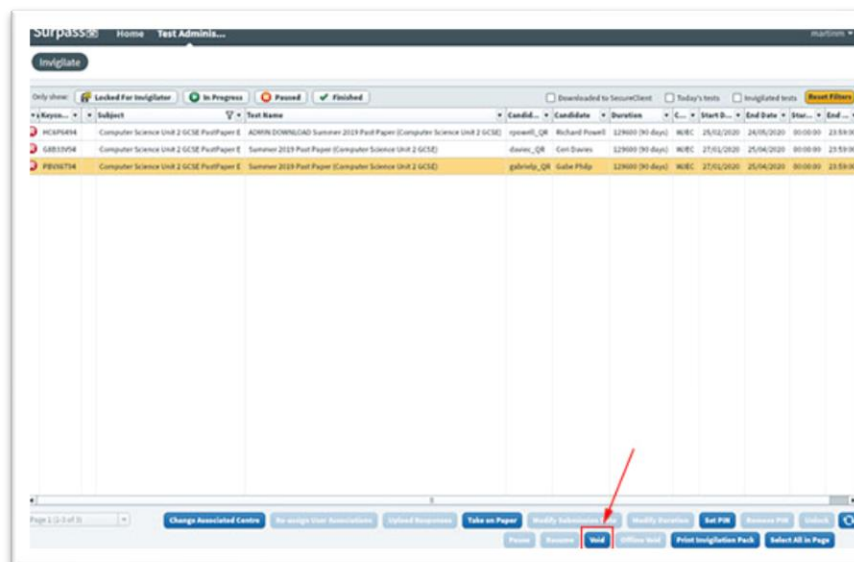
Only show: **Locked For Invigilator** | In Progress | Paused

State ▼	Keycode ▼	PIN ▼	Subject ▼
R	[REDACTED]		WBQ Community Advanced NEA E
R	[REDACTED]		WBQ Community Advanced NEA E
R	[REDACTED]		WBQ Community Advanced NEA E
R	[REDACTED]		WBQ Community Advanced NEA E
R	[REDACTED]		WBQ Community Advanced NEA E

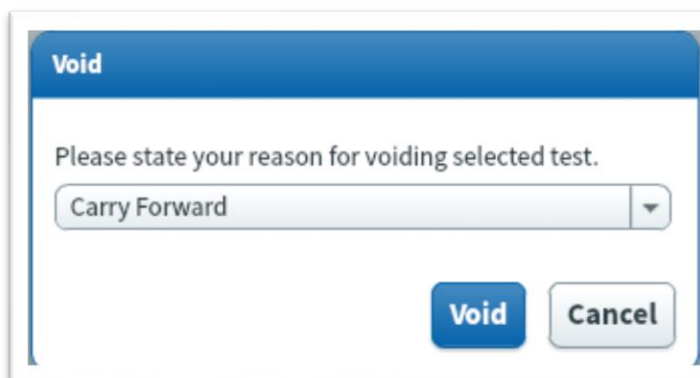
CANDIDATES WHO ARE ABSENT, WITHDRAWN OR 'CARRYING FORWARD'

1. Void any keycodes for candidates who are absent, withdrawn or 'carrying forward'. Please note, once a keycode has been voided, it can no longer be used.

- i. In the **INVIGILATE** tab, click on the candidate who will no longer be part of the sample.
- ii. Click the **VOID** button at the bottom of the screen.



2. Select the appropriate reason and click **VOID** to confirm.



CREATING A PDF OF CANDIDATE KEYCODES

1. To highlight all candidate keycodes, click the first keycode, hold down the **SHIFT** key and click on the last keycode, or,

2. to highlight specific candidate keycodes use **CTRL** and click on each keycode you require.

keycode	PIN	Subject
00000000		Computer Science Unit 2 GCSE
00000001		Computer Science Unit 2 GCSE
00000002		Computer Science Unit 2 GCSE
00000003		Computer Science Unit 2 GCSE
00000004		Computer Science Unit 2 GCSE

3. At the bottom of the page click **PRINT INVIGILATION PACK**.



4. Select **CREATE INVIGILATION PACK USING SELECTED TESTS**.



5. In the next window

- untick all options but **ATTENDANCE REGISTER**
- Click **FINISH**

The PDF should appear onscreen or you will have the option to download it. This can then be shared with the person responsible for uploading the work.



Print Invigilation Pack

Please choose the information you require for printing:

- ☒ Attendance Register
- ☐ Invigilation Report
- ☐ Keycode Slips

Finish **Cancel**

UPLOADING WORK TO SURPASS

UPLOADING INDIVIDUAL CANDIDATE WORK

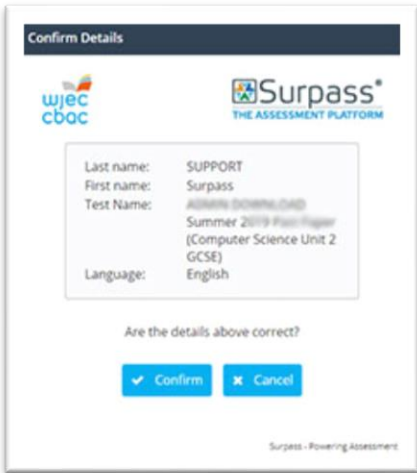
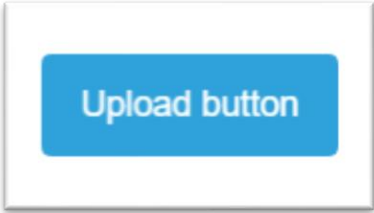
1. Go to <https://wjec.Surpass.com/secureassess/htmldelivery> this will take you to the upload portal. No login is required.
 - i. Enter the keycode for the candidate.
 - ii. Click OK.

Enter Keycode

Test Delivery

Please enter your 8 character HTML Keycode.

Surpass - Powering Assessment

<p>2. You will be asked to confirm the details are correct.</p> <p>If correct click CONFIRM.</p>	
<p>3. Click on the UPLOAD button.</p> <p>In some browsers, you may need to scroll to see this.</p>	
<p>4. Browse for the file you wish to upload.</p> <ol style="list-style-type: none"> Select the file Click OPEN. 	

A screenshot of a Windows File Explorer window titled 'Open'. The address bar shows 'This PC > Downloads'. The left sidebar shows the 'Downloads' folder selected. The main pane displays a table of files. Under the 'Today (1)' group, there is one file: '12345 Candidate Coursework', which is a Microsoft Word document, 12 KB in size, and was modified on 15/01/2020 at 14:22. At the bottom, the 'File name' field contains '12345 Candidate Coursework'. The 'Open' button is highlighted with a red rectangle.

5. Details of the uploaded file will appear at the bottom of the screen. Repeat steps 3 and 4, in this section to upload all required files for the candidate.

A screenshot of a web interface showing a table of uploaded files. At the top left is a blue 'Upload button'. The table has three columns: 'File Name', 'Date Uploaded', and 'File Size'. There is one row of data: '12345 Candidate Coursework.docx', '15/01/2020', and '12KB'. To the right of the file size are three icons: a document icon, a download icon, and a delete icon.

6. Check that all files you wish to upload are listed on screen. Please be aware that once the work has been submitted you cannot return to check these files.

Therefore, a screenshot should be taken in order to keep a record of the files uploaded.

A screenshot of a web interface showing a table of uploaded files. At the top left is a blue 'Upload button'. The table has three columns: 'File Name', 'Date Uploaded', and 'File Size'. There are two rows of data: '12345 Candidate Coursework.zip', '15/01/2020', and '10KB'; and '12345 Candidate Coursework.docx', '15/01/2020', and '12KB'. To the right of each file size are three icons: a document icon, a download icon, and a delete icon.

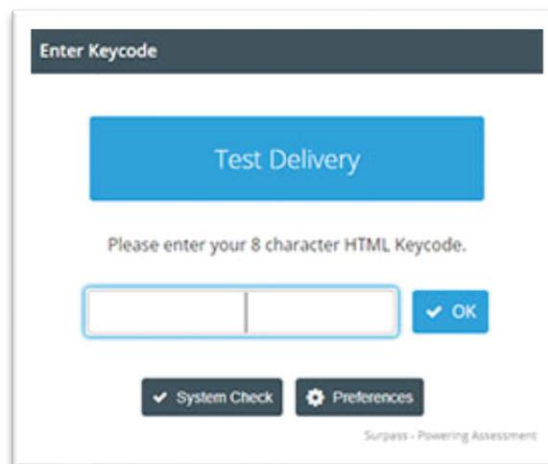
7. Repeat this process (Steps 1 – 6 in this section) for each candidate in the sample.

UPLOADING GROUP OR PAIR WORK (a login is not required to upload group or pair work)

1. Go to <https://wjec.Surpass.com/secureassess/htmldelivery> this will take you to the upload portal. No login is required.

In the case of group or pair work, a single keycode will be allocated (depending on the size of the sample).

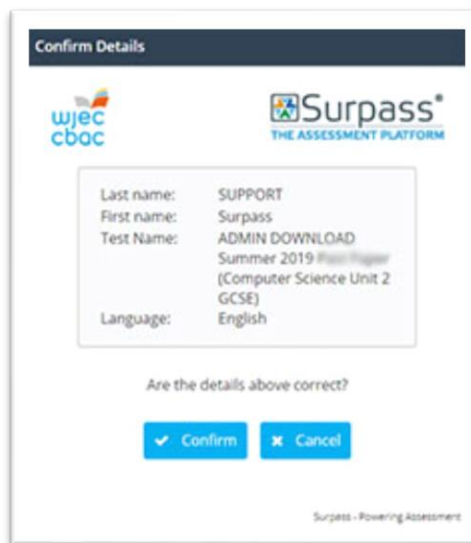
- i. Enter the keycode
- ii. Click OK



The screenshot shows a web interface for uploading work. At the top, there is a dark grey bar with the text "Enter Keycode". Below this is a large blue button labeled "Test Delivery". Underneath the button, it says "Please enter your 8 character HTML Keycode." There is a text input field with a vertical separator in the middle, and a blue button with a checkmark and the text "OK" to its right. At the bottom, there are two dark grey buttons: "System Check" with a checkmark icon and "Preferences" with a gear icon. The footer text reads "Surpass - Powering Assessment".

2. You will be asked to confirm the details are correct.


If correct click **CONFIRM**.



The 'Confirm Details' screen displays the wjec cbac and Surpass logos. It shows a list of details: Last name: SUPPORT, First name: Surpass, Test Name: ADMIN DOWNLOAD Summer 2019 (Computer Science Unit 2 GCSE), and Language: English. Below the list is the question 'Are the details above correct?' and two buttons: 'Confirm' and 'Cancel'.

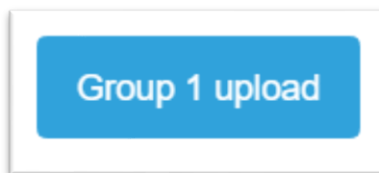
3. The screen will show numbered tabs on the left-hand side.

Each tab will allow you to upload an audio/video file and any requested documentation for the sampled candidate in the group.



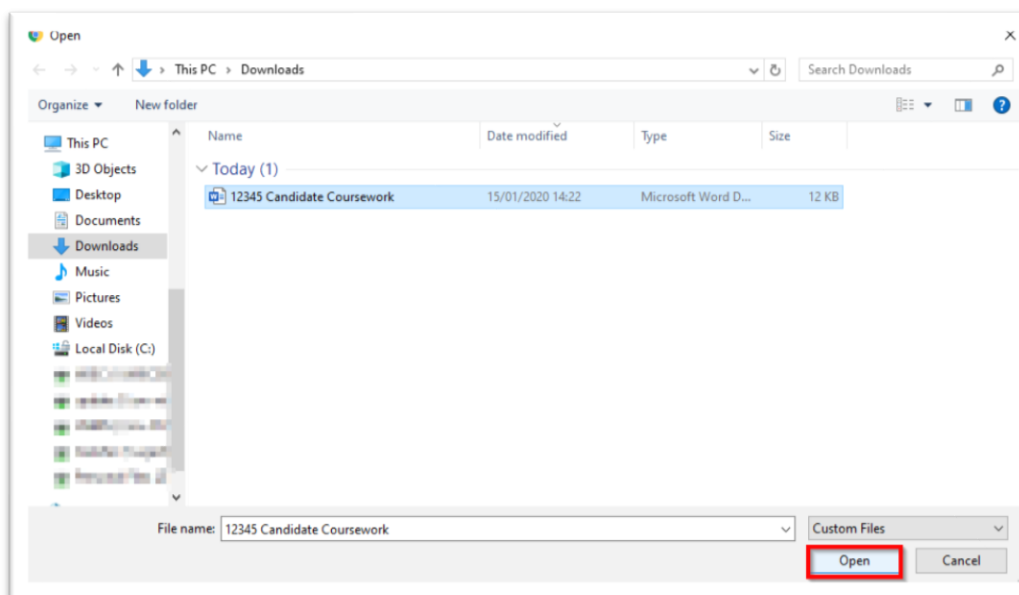
The 'e-Submission' screen shows a progress bar at 0% and a 'Finish Test' button. The test details are: Question: Drama 1 GCSE NEA E - intro ..., Section: e-Submission, Test: Summer 2019 e-Submission (Drama Unit 1 GCSE), and Candidate: CANDIDATE1 Test. On the left, there are 15 numbered tabs. The main content area displays the wjec cbac logo, GCSE DRAMA, 3690U10-1, and UNIT 1. Below this is the heading 'Uploading of sample materials' and instructions: 'Please submit videos containing the sample candidates, uploading one video per page. Not all pages will need to be used. To indicate what group contains which candidate(s), please upload the programme proforma here as either a Word or PDF document or send a hard copy of the programme proforma to your moderator.'

4. To upload work, click on the **UPLOAD** button. In some browsers, you may need to scroll to see this.



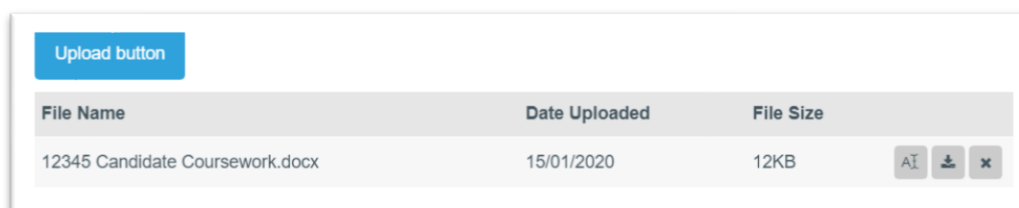
5. Browse for the file you wish to upload. Select and click **OPEN**.

If uploading more than one file for a candidate repeat this process (steps 4 and 5) until all required files have been uploaded.







6. Details of the uploaded file will appear at the bottom of the screen.

Please note, when both candidates working in a pair have been selected on IAMIS the upload process must be repeated for each candidate in the pair.



6. Check that all files you wish to upload are listed on screen. Please be aware that once the work has been submitted you cannot return to check these files.

Therefore, a screenshot should be taken in order to keep a record of the files uploaded.

Upload button			
File Name	Date Uploaded	File Size	
12345 Candidate Coursework.zip	15/01/2020	10KB	AI  
12345 Candidate Coursework.docx	15/01/2020	12KB	AI  

7. When uploading more than one group or pairs' work, repeat this process (Steps 1 – 8) for each candidate.

FINISHING THE UPLOAD AND SUBMITTING WORK

1. Once you are satisfied that all files are present, click FINISH TEST

Finish Test

2. You will be asked to **CONFIRM FINISH**.

- The pop-up window will ask if you are sure you would like to finish the test, click **FINISH**
- In a second pop-up window you will be asked again to confirm finish. Click **FINISH**

Clicking **FINISH** will submit work to WJEC / Eduqas. Clicking **CANCEL** will take you to the previous screen.

Confirm Finish

?

Are you sure you would like to finish the test?

✓ Finish

✗ Cancel

Confirm Finish

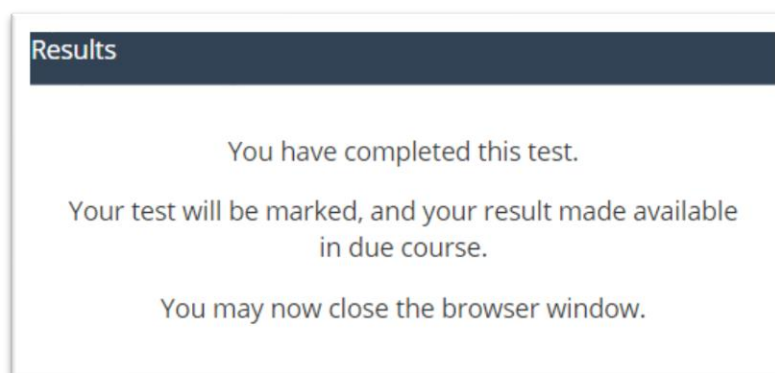
?

If you select Finish, your answers will be submitted and you will not be able to return to the test.

✗ Cancel

✓ Finish

3. A confirmation will appear similar to the one shown. Once this message is displayed you can no longer return to the upload.



CHECKING THE UPLOAD IS COMPLETE

Login to <https://wjec.surpass.com/Login> using the username and password.

In the **INVIGILATE** tab a green tick should be displayed by each candidate/group who has had work submitted. This shows the keycode has been used and the upload is complete.

State ▼	Keycode ▼	PIN ▲▼	Subject
✓	93WJB694		Computer Science Unit 2 GCSE

If you see another icon, not listed right, it could mean that the upload has been interrupted.

If you see another icon displayed, please contact 029 2240 4310

The most common states are listed below:



the keycode has been voided and can no longer be used



the keycode is ready for use



the keycode has been used and the upload completed

APPENDIX 1: TIPS AND TRICKS FOR SMALLER FILES

The following tips should be used in order to keep files sizes as small as possible for uploading.

This is not an exhaustive list. Your IT support may be able to offer further help with this.

SCANNING MATERIALS

Most scanning software packages have pre-sets for ease of scanning. So, look for a setting that makes your scan suitable for viewing on-screen or for emailing.

If no pre-set is available, adjust the dpi of the scan to 96.

IMAGES

Rather than submitting individual image files, add images to a Word document, for example, and then use Word to compress the images, as shown below.

Candidates may have used images in other documents. These too should be compressed, as this will reduce the overall size of the file.

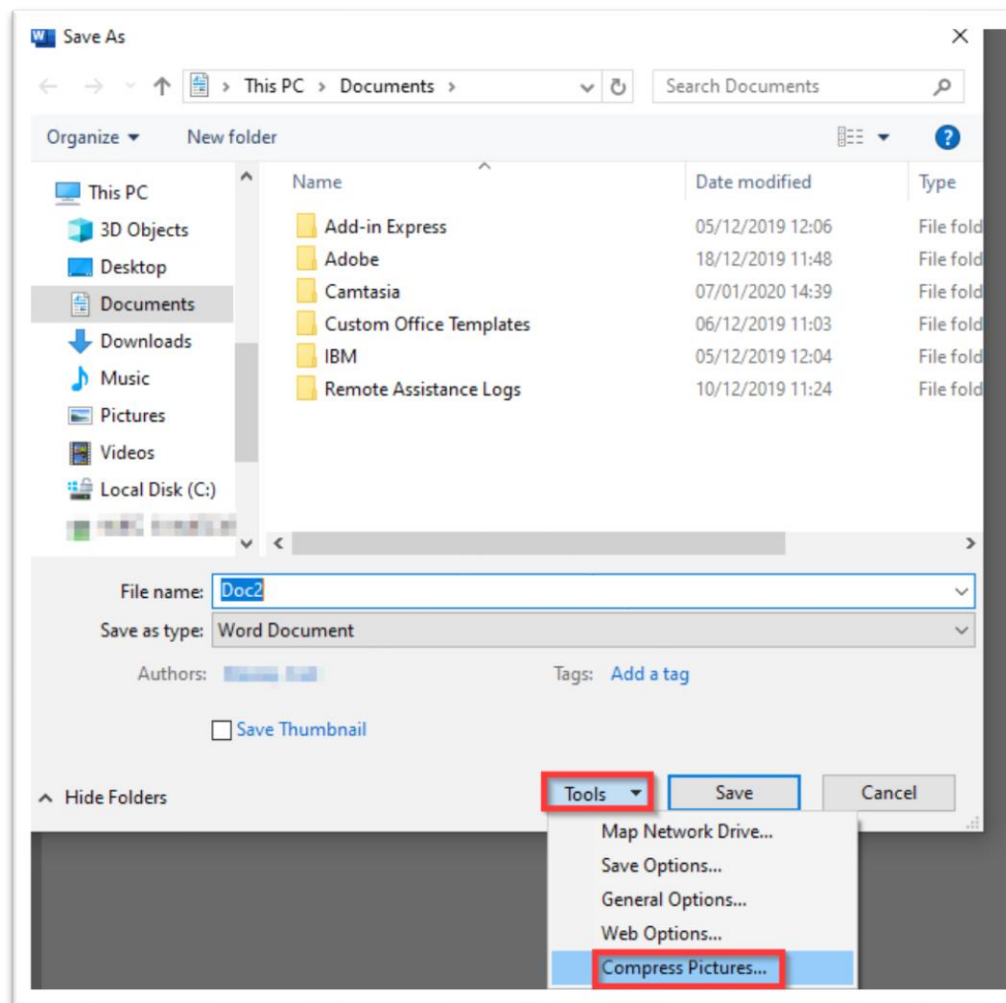
COMPRESSING IMAGES IN WORD

In more recent versions of Word, you can compress the images when you save your document.

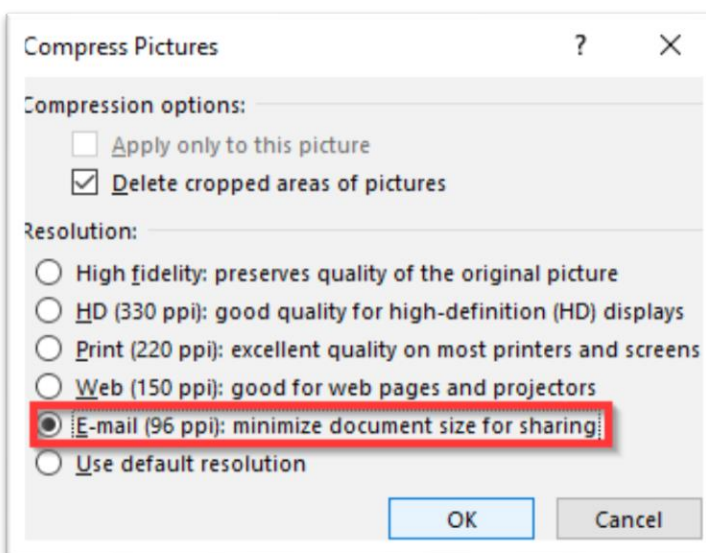
To do this:

Click **FILE**, then click **SAVE AS** or **SAVE**.

In the **SAVE AS** window, click **TOOLS** then click **COMPRESS PICTURES**.



Select **E-MAIL**, and then click **OK** and save your document.

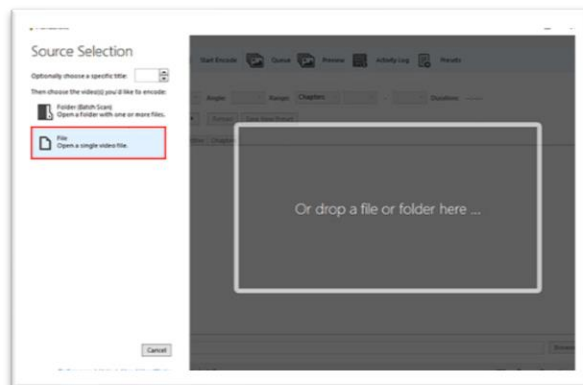


This document can then be zipped up with other files for uploading.

VIDEO FILES – RESIZING AND COMPRESSING (ENCODING) IN PREPARATION FOR UPLOADING

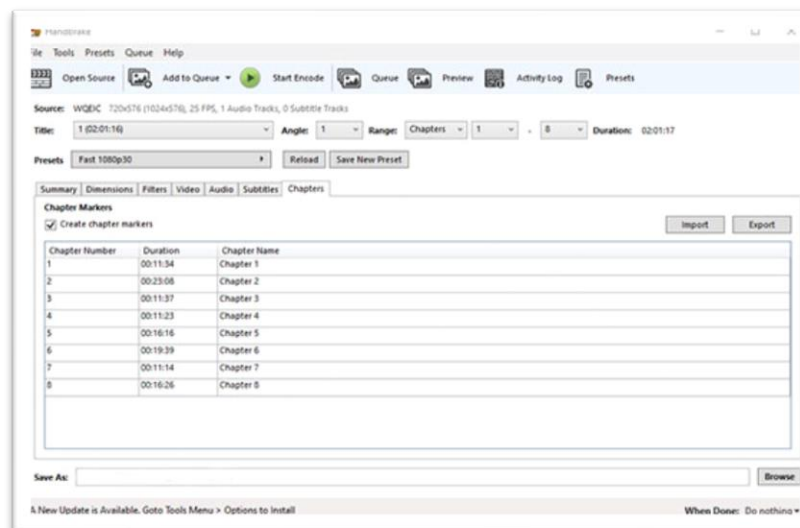
Download and open Handbrake - <https://handbrake.fr/>

Select the file you wish to work on:

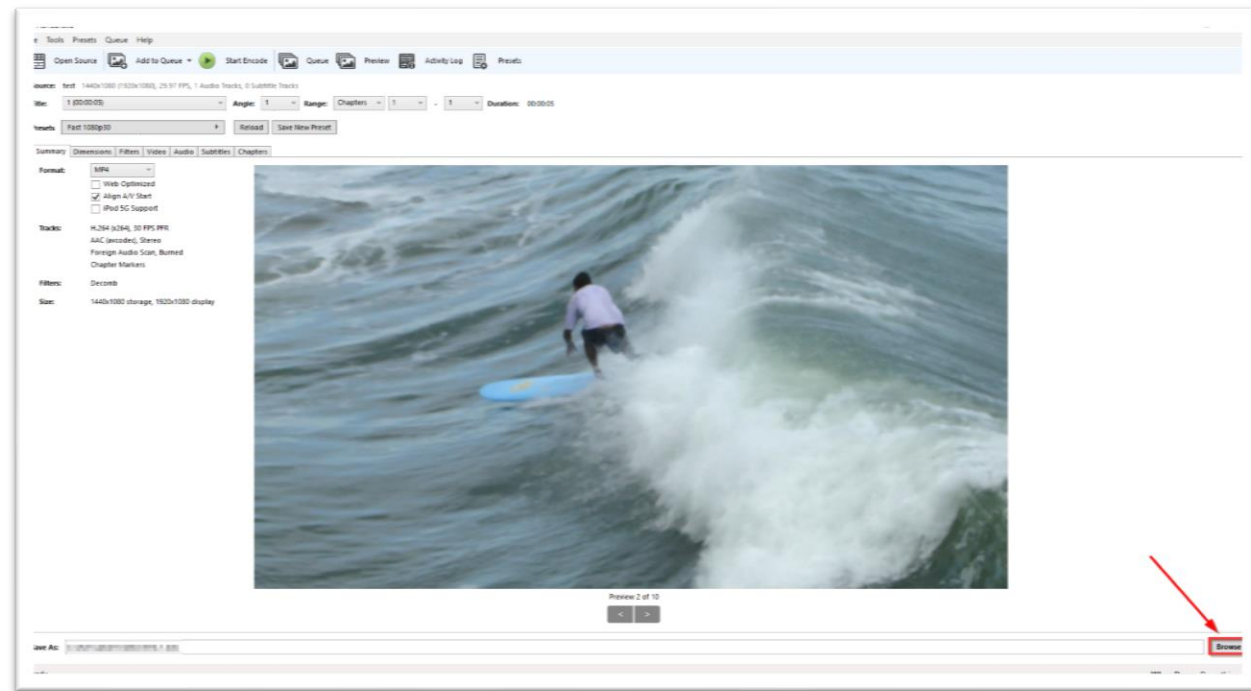


If you are working from a DVD, you will have the option to open that.

If your DVD contains chapters, please ensure you encode one chapter at a time.



Select where you wish to save the encoded video by clicking the **BROWSE** button.



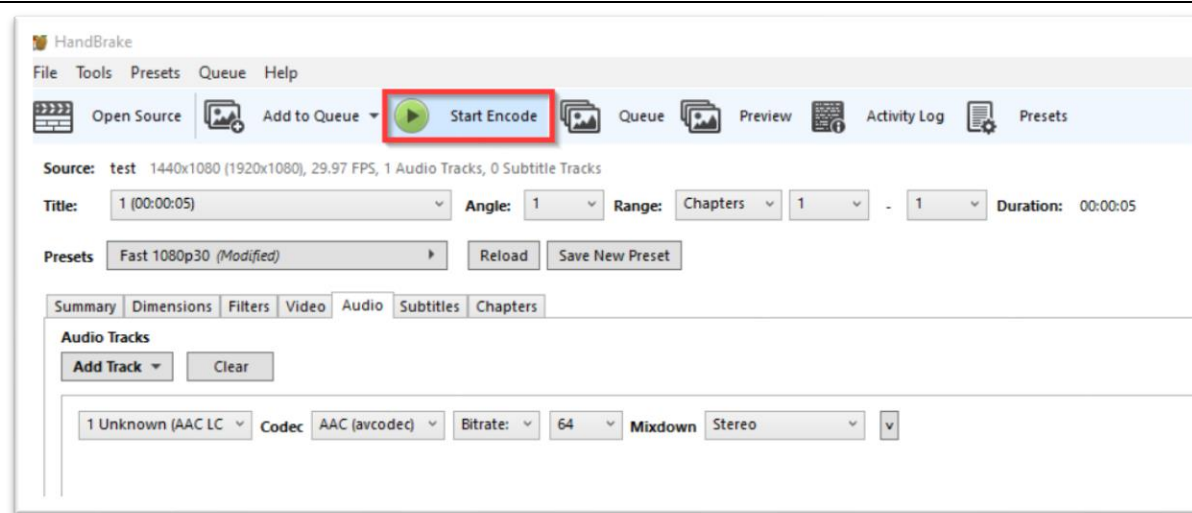
On the **DIMENSIONS** tab,
Anamorphic should be set to **NONE**,
and then set the width to **720**.

The height will automatically adjust
to maintain the aspect ratio the
video was filmed in.

In the **VIDEO** tab, move the slider so
that the Constant Quality is **30 RF**

In the **AUDIO** tab, change the bit
rate to 64.

To start video encoding, click
START ENCODE



Your video should then encode using the settings chosen, and this should reduce the size of the file you need to upload. Right click on the newly created file and select properties to see the size of the file.

Please remember that any video submission is for moderation purposes only, **therefore a reduction in quality from the original is acceptable.**

CONTACTS

e-submission@wjec.co.uk

029 2240 4310